

CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 5/27/16 Im

ANNOUNCEMENT NO. 50A

HEAVY DUTY TECHNICIAN

(OPEN)

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of an Open examination for the above mentioned classification.

SALARY

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is **\$15.75 - \$26.65** per Hour. The average hourly rate of current City of Cleveland employees in this classification is \$25.67.

FILING OF APPLICATION

Application must be made on the regular application form available on-line or at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. No other form will be accepted. **APPLICATIONS WILL BE AVAILABLE FOR PICK-UP IN THE CIVIL SERVICE OFFICE TO APPLY TO TAKE THE CIVIL SERVICE EXAMINATION – APPLICATIONS WILL BE AVAILABLE FROM 8:30 A.M. ON FRIDAY, AUGUST 19, 2016 UNTIL 4:30 P.M. ON THURSDAY, SEPTEMBER 8, 2016.**

NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, SEPTEMBER 8, 2016.

THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.

NOTE: THOSE PERSONS WHO HAVE ALREADY APPLIED BUT HAVE NOT YET TESTED DO NOT NEED TO FILE AGAIN.

EXAMINATION INFORMATION

TYPE: WRITTEN TEST Applicants will be notified of the time, date, and place of the exam by U.S. Mail.

NOTE: THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.

DUTIES OF THE POSITION

Under supervision, inspects, repairs, adjusts, and services trucks and other motorized equipment 20,000 GVW and over. Makes other repairs and adjustments to secondary units. Performs other job-related duties as required. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam.) Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

MUST MEET THE MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AT THE TIME OF FILING UNLESS OTHERWISE STATED. SUCH QUALIFICATIONS AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:

A High School Diploma or GED is required, a Diploma from a High School Or Trade School with training in heavy duty truck and diesel repair is preferred. Three years of full time paid experience in the repair and maintenance of motorized heavy equipment 20,000 lbs. G.V.W. and over is required. Must have the appropriate tools to perform required duties. A valid State of Ohio Class B Commercial Driver's License is required. Must be able to lift and carry a minimum of 30 pounds.

NOTE: Minimum qualifications must be met as of the last day of the filing period unless otherwise stated.

NOTE: Applicants will be required to pay a \$10.00 (TEN DOLLARS) filing fee payable in cash or money order (no checks). Applicants who are currently employed in this position with the City of Cleveland are exempt. However, that when an applicant is disqualified from taking an examination on the basis of age, education or failure to meet other minimum entrance requirements, the fee paid by such applicant shall be refunded to such applicant upon the applicant's request in writing made within ten (10) days after the date of examination. Any applicant who can provide proof of unemployment, public assistance, or indigence is exempt from the filing fee. A copy of such proof must be included with the application.

NOTE: Applications must be returned in person. All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing. Applications may not be accepted if copies are not submitted with application at time of filing.

AN EQUAL OPPORTUNITY EMPLOYER

APPLICANT CHECKLIST: READ CAREFULLY

MUST MEET MINIMUM QUALIFICATIONS OF POSITION
APPLICATIONS MUST BE RETURNED IN PERSON BY THE APPLICANT!!!!

BEFORE SUBMITTING YOUR COMPLETED APPLICATION, PLEASE REVIEW THE FOLLOWING CHECKLIST

DURING THE LIFE OF THE ELIGIBILITY LIST, YOU MUST NOTIFY CIVIL SERVICE OF ANY CHANGES OF ADDRESS. FAILURE TO DO SO WILL RESULT IN YOUR REMOVAL FROM THE LIST	DONE
COMPLETED APPLICATION FORM (DO NOT STATE "SEE ATTACHED RESUME"). IT IS YOUR RESPONSIBILITY TO PROVIDE COPIES OF ENCLOSURES AND ATTACHMENTS	
SIGN AND DATE THE COMPLETED APPLICATION (It does NOT have to be notarized).	
COPIES OF EIGHT DOCUMENTS THAT PROVE BONA FIDE RESIDENCY IN THE CITY OF CLEVELAND FOR <u>AT LEAST ONE YEAR</u> (4 current AND 4 from one year ago).	
COPY OF HIGH SCHOOL DIPLOMA OR GED CERTIFICATE (If you have an Associate’s or a Bachelor’s Degree no copy of H.S. Diploma/ GED is necessary, but you must submit copy of Degree). In lieu of a High School Diploma, a transcript is acceptable as is a letter from your high school or board of education (on their letterhead) indicated that you graduated.	
CURRENT RESUME OR OTHER INFORMATION IN YOUR APPLICATION INDICATING THE REQUIRED EXPERIENCE . (THREE YEARS OF FULL TIME PAID EXPERIENCE IN THE REPAIR AND MAINTENANCE OF MOTORIZED HEAVY EQUIPMENT, 20,000 LBS G.V.W. AND OVER)	
COPY OF VALID STATE OF OHIO COMMERCIAL DRIVER’S LICENSE.	
THE THREE (3) CARDS IN THE APPLICATION <u>MUST</u> BE COMPLETED (This includes the job classification on the top line of each card as well as your name and address. <u>Leave ID number blank</u> ; we will assign this to you.)	
COMPLETED INSERT INDICATING ALL TYPES OF HEAVY EQUIPMENT REPAIRED/MAINTAINED AS WELL AS THE EMPLOYER AND DATES EMPLOYED IN THAT CAPACITY.	
Any other information or materials that demonstrate your qualifications and experience for this position. IT IS ESSENTIAL THAT YOU DESCRIBE YOUR EDUCATION AND EXPERIENCE AS COMPLETELY AS POSSIBLE. AMBIGUITY OR VAGUENESS WILL NOT BE DECIDED IN AN APPLICANT’S FAVOR. YOUR APPLICATION PACKET SHOULD CLEARLY DEMONSTRATE THAT YOU MEET OR EXCEED <u>EACH</u> OF THE MINIMUM QUALIFICATIONS. A cover letter is welcomed but not required.	

THE ABOVE INFORMATION MUST BE INCLUDED IN YOUR APPLICATION PACKAGE **AT THE TIME OF FILING**. IF THESE ITEMS ARE NOT INCLUDED, YOUR APPLICATION MAY NOT BE ACCEPTED OR APPROVED.

ANYONE WHO WISHES TO REQUEST AN ACCOMMODATION MUST DO SO **AT THE TIME OF FILING**. THE COMMISSION WILL CONTACT THE INDIVIDUAL CONCERNING SUCH ACCOMMODATION PRIOR TO THE EXAMINATION. THE COMMISSION MAY REFUSE TO PROVIDE SUCH ACCOMMODATION IF IT IS NOT REASONABLE OR WOULD CONSTITUTE AN UNDUE HARDSHIP. CURRENT (WITHIN ONE YEAR) DOCUMENTATION SUPPORTING THE NEED FOR THE REQUESTED ACCOMMODATION IS REQUIRED. SUCH DOCUMENTATION SHOULD BE SUBMITTED AT THE TIME OF FILING.

HEAVY DUTY TECHNICIAN 1m

HEAVY DUTY TECHNICIAN

For this classification, three years of full time paid experience in the repair and maintenance of motorized heavy equipment 20,000 lbs. G.V.W. and over is required. Please list the different positions you have had where you have repaired/maintained the required equipment. Include each type of equipment that you worked on that meets the requirements. You may use the back side of this sheet if necessary.

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